



**PROCUREMENT SERVICES SECTION**

**CITY OF SURREY, SURREY CITY HALL  
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**ADDENDUM No. 1**

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**REQUEST FOR QUOTATIONS No.:** 1220-040-2020-059

**TITLE:** JANITORIAL AND CUSTODIAL MAINTENANCE  
SERVICES SURREY LIBRARIES

**ADDENDUM ISSUE DATE:** DECEMBER 18, 2020

**DATE:** PREFER TO RECEIVE SUBMISSION ON OR  
BEFORE JANUARY 7, 2021.

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**INFORMATION FOR CONTRACTORS/ TENDERERS**

Contractors are advised that Addendum No. 1 to RFQ 1220-040-020-059 is hereby issued by the City. This addendum shall form part of the contract documents and is to be read, interpreted and coordinated with all other parts. The following information is provided to answer questions raised by Contractors for the above-named project, to the extent referenced and shall become a part thereof. No consideration will be allowed for extras due to the Contractors or any sub-contractor not being familiar with this addendum. This Addendum No. 1 contains three (3) pages.

**1. QUESTIONS AND ANSWERS:**

**Q1.** If awarded the contract, are we able to subcontract?

**A1.** No.

**Q2.** Does there need to be a supervisor on site per location when cleaning is being done?

**A2.** Refer to Section 18. Contractor Responsibilities of the RFQ document.

**Q3.** Is there a previous cleaning schedule available for reference? I understand that the cleaning will be done during opening hours and through once it's closed?

**A3.** Refer to Schedule A Specifications of Goods and Scope of Services, Schedules A-1, A-2, A-3 (pages 28-61) of the RFQ document.

**Q4.** What are the normal hours versus the Level 3 hours?

**A4.** See A3 above.

- Q5.** Could a floorplan with square footage be provided?
- A5.** Refer to Schedule A-1 Supplementary Specifications for all three libraries. Floor plans are embedded in the document.
- Q6.** What are the normal hours versus the Level 3 hours?
- A6.** Refer to Schedule A-1 Supplementary Specifications for normal hours and Schedule A-6 Supplementary Cleaning Tasks Services for Level 3 Services for all three libraries.
- Q7.** What supplies would the city provide versus the janitorial contractor?
- A7.** Refer to Section 3.3 (page 31) of Schedule A Specifications of Goods and Scope of Services.
- Q8.** Should contractors be providing 2 different quotes—one for current services involving shorter hours and a day porter and one for regular library hours?
- A8.** Refer to Schedule B-2 Fees and Payment (page 70) of the RFQ. The Contractor may provide quotes for one facility or all facilities, including quotes for multiple levels cleaning during the pandemic provided they meet all the requirements described in the RFQ.
- Q9.** Does the janitorial company need to keep floor machines on site?
- A9.** No.
- Q10.** Will the outgoing company take supplies such as mops, vacuum cleaners, etc. with them?
- A10.** The successful Contractor should supply their all labour, equipment, tools, materials, supervision, and other items and services necessary to perform the Services.
- Q11.** Are any libraries other than the Guildford, Strawberry Hill, and Newton taking RFQs right now?
- A11.** None at this time. For future opportunities you may check BC Bid Website at [www.bcbid.gov.bc.ca](http://www.bcbid.gov.bc.ca) and City Website at [www.surrey.ca](http://www.surrey.ca).
- Q12.** Does the janitorial company need to keep floor machines on site?

**A9.** No.

**2. REFER TO SECTION 3.1 SITE VISIT – NEW INFORMATION**

Additional Site Visit will be hosted as follows:

- 1)       Where:           Package A – Newton Library, located at 13795 – 70th Avenue  
                          Package B – Strawberry Hill Library, located at 7399 – 122nd Street  
                          Package C – Guildford Library, located at 15105-105th Avenue
- Date:           December 23, 2020
- Time:           9:00am – 11:30am

**NOTE:**

- Site Visit is by appointment only. Contractors who wish to attend the Site Visit should confirm their attendance by email to: [purchasing@surrey.ca](mailto:purchasing@surrey.ca) and specify the time you are intending to come.

- The City prefers one (1) representative from each company.

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All Addenda will become part of the Contract Documents.

- END OF ADDENDUM -